Section 9   Entity Entry Instructions

Use these guidelines for programming, and for developing procedures for entering name and address information for e-file returns. Our guidelines differ from those used by the IRS. They also vary slightly from our scannable guidelines.

General Instructions
- Do not use punctuation or symbols, unless specifically allowed.

  Note: The only symbols allowed in the entity portion of the return are a slash and a hyphen (dash). If a fraction is part of the street address, enter a forward slash (/).

Name Fields
- Never include spaces in the following three fields:
    - Name Control
    - Taxpayer First Name
    - Spouse First Name
- Do not include titles or ranks such as DR, MD, ENSIGN, and SGT, etc.
- Use Roman numerals (I, II, IV) for numeric suffixes in the Last Name field.
- Never space in the Last Name field, except when including JR, SR, II, etc.

Address Fields
- Use Standard Abbreviations, as shown in Section 9, for the suffix of the street name.
- Enter "PMB" followed by the box number in the Additional Address field if the taxpayer has a Personal Mail Box. If the Additional Address field has other information, enter the PMB at the end of the Street Address field. Never truncate PMB information.
- Do not enter the apartment number or letter in the Street Address field or Additional Address field (Field 0052). Enter the apartment number or letter only in the Apartment Number field (Field 0054). Do not include the identifier (Apartment, Apt, Suite, Ste, #, etc.).
- Enter supplemental information, such as "Care of" name or business name, in the Additional Address field.
- Enter "APO" or "FPO" in the first three positions of the City field for Military addresses. Do not enter the name of the city. Enter the two-digit state code in the State field (See Standard State Abbreviations and ZIP Code Ranges).
- Use the standard two-digit abbreviation for the state or U.S. possession in the State field (See Standard State Abbreviations and ZIP Code Ranges).
- Apply standard abbreviations if the address exceeds the field length. If it is still too long, truncate the address.

Foreign Addresses
- Do not make an entry in the State or ZIP Code fields.
- Use specific foreign address rules:
    - For Hong Kong, enter "Hong Kong" in the City field and "China" in the Country field.
    - For Singapore, enter "Singapore" in both the City and the Country field.
    - For Baja California, enter "Mexico" in the Country field.
    - For Canada, enter "Canada" in the country field, followed by the province abbreviation. (See Standard State Abbreviations for acceptable Canadian province abbreviations.) Also, for Canadian addresses, truncate the city entry after 12 positions, including spaces.